Perform Tactical Personnel System Functions
CAA2F131 / Version 001
01 Jul 2005

SECTION I.   ADMINISTRATIVE DATA

All Courses Including This Lesson	**Course Number** 500-42A4O	**Version** 002	**Course Title** Human Resources Specialist Advanced Noncommissioned Officer Course (ANCOC)

Task(s) Taught(*) or Supported	**Task Number**	**Task Title**
		INDIVIDUAL
	805C-42F-1223 (*)	Perform Tactical Personnel System (TPS) Functions

Reinforced Task(s)	**Task Number**	**Task Title**

Academic Hours

The academic hours required to teach this lesson are as follows:

	Resident **Hours/Methods**	
	1 hr 10 mins	/ Conference / Discussion
	1 hr 25 mins	/ Demonstration
	1 hr	/ Practical Exercise (Performance)
Test	1 hr	
Test Review	15 mins	

	Total Hours:	5 hrs

Test Lesson Number

	Hours	**Lesson No.**
Testing (to include test review)		N/A

Prerequisite Lesson(s)	**Lesson Number** None	**Lesson Title**

Clearance Access

Security Level: Unclassified
Requirements: There are no clearance or access requirements for the lesson.

Foreign Disclosure Restrictions

FD5. This product/publication has been reviewed by the product developers in coordination with the (installation/activity name) foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

Number	**Title**	**Date**	**Additional Information**
TPS MANUAL	Tactical Personnel System Manual	26 Apr 2005	HRC web site
TPS SMARTBOOK, V2.3	Tactical Personnel System Smartbook, Version 2.3		USASSI, Adjutant General School Combat Developments

Student Study Assignments	None

Instructor	One (1) Certified Instructor

Requirements

Additional Support Personnel Requirements

Name	Stu Ratio	Qty	Man Hours
None			

Equipment Required for Instruction

Id Name	Stu Ratio	Instr Ratio	Spt	Qty	Exp
5836013927680/96454N LCD DATA PROJECTOR	1:16	1:1	No	1	No
673000SCREENW Screen, Projection Wall/Ceiling Mount or Portable	1:16	1:1	No	1	No
7010-01-454-5951 Laptop/Notebook Computer (w/case & Windows OS)	1:16	1:1	No	1	No
702500BOARD Dry Erase/White Board	1:16	1:1	No	1	No
702500SURGE Surge Protector (Power Strip)	1:16	1:1	No	1	Yes

* Before Id indicates a TADSS

Materials Required

Instructor Materials:
Lesson Plan
TPS Smartbook v2.3
TPS Manual

Student Materials:
TPS Smartbook v2.3
TPS Manual

Classroom, Training Area, and Range Requirements

Computer Classroom, 16 Positions

Ammunition Requirements

Id	Name	Exp	Stu Ratio	Instr Ratio	Spt Qty
None					

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Proponent Lesson Plan Approvals

Name	Rank	Position	Date
Williams, Mickal A.	SFC	Writer/ Developer	01 Jul 2005
Burruss, Susan	GS-11	Team Chief	01 Jul 2005
Postoloff, Jon	GS-11	Information Sys Spec	01 Jul 2005
Jones, Anita	GS-13	Chief, TDD	01 Jul 2005

SECTION II.   INTRODUCTION

Method of Instruction: Conference / Discussion
Instructor to Student Ratio is: 1:16
Time of Instruction: 15 mins
Media: Programmed Instruction

Motivator

The 4th Battalion, 32nd Infantry Regiment is preparing to deploy to IRAQ as part of a contingency Task Force. As the Human Resources Management Specialist, you are tasked with preparing the manifest for deployment using the Tactical Personnel System. The precise management of this system is paramount to the smooth deployment of soldiers to training exercises, airborne operations, and real world missions.
As a senior noncommissioned officer, in-charge of a Personnel Administration Center (PAC) your commander will depend on you to ensure a smooth deployment.

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Perform Tactical Personnel System (TPS) Functions
Conditions:	Given a requirement to manage the Tactical Personnel System(TPS); a computer loaded with TPS; a compatible barcode reader; a TAPDB (Total Army Personnel Database) CD-ROM, TPS Manual and a TPS smartbook.
Standards:	Perform Tactical Personnel System Functions without error by accomplishing the following: 1) Perform essential system administration functions. 2) Create and update individual personnel records. 3) Process manifest operations. 4) Organize personnel for deployment as part of a task force. 5) Create TPS reports. 6) Create an ad hoc query.

Safety Requirements

No food or drink is allowed near or around electrical equipment (CPU, file server, printers, projectors, etc) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of electrical storms, you will be instructed to power down equipment.

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all Soldiers and DA civilians to protect the environment from damage.

Evaluation

One (1) multiple-choice practical exercise and one (1) multiple-choice test.

Passing score is 70%.

Instructional Lead-In

Today you will learn how to perform vital TPS Functions on a basic computer workstation. In this lesson we will cover how TPS is used to significantly improve the quality of Personnel Accountability, Strength Reporting and Replacement Operations during a unit deployment.

SECTION III.   PRESENTATION

1.   Learning Step / Activity 1. TPS Overview

                    Method of Instruction: Conference / Discussion
            Instructor to Student Ratio: 1:16
                    Time of Instruction: 15 mins
                                Media: -None-

a. **WHAT IS TPS**: TPS stands for Tactical Personnel System. TPS is an automated tactical strength management system that is highly mobile and can maximize the efficiency of several personnel functions to include:

- Manifesting and Jump Manifesting Operations
- System Administration
- Personnel updates
- Task Force Operations and Crew Status
- Adhoc Queries and Reports
- Unit Identification Code (UIC) Authorizations
- Specific finance statuses

The current version of TPS version 2.3d was released on 25 March 2004 and
        provided the field with an
application that serves as a deployment manifesting platform for all military personnel, civilians (DoD
Federal, non DoD Federal, Contractors), and Foreign Nationals. The Tactical
        Personnel System has a
multiplicity of other benefits to provide deploying commanders.

(1) TPS provides the essential personnel functionality to support a commander's tactical decision-making process. It also builds the deployed personnel database. This capability is critical for immediate and future operations. TPS facilitates the requirement for a smaller personnel footprint on the battlefield while maximizing human resource strength accountability to the tactical commander during operations where the unit is split to accomedate more than one mission at the same time.

(2) TPS can start the reporting process by creating personnel deployment manifests and providing file output to the Transportation Coordinator's - Automated Information for Movement System (TC-AIMS II) and Global Transportation Network (GTN). The use of personnel data from the Total Army Personnel Database (TAPDB) and other sources eliminates unnecessary data entry to create a manifest, personnel database, and reports.

(3) TPS will assist the S1/G1 in performing critical personnel manning functions of Personnel Accounting and Strength Reporting and Replacement Operations Management. TPS will provide automated casualty data feeds to the Casualty Reporting System, duty status changes, and deployment information (DPLI) codes to EMILPO. TPS updates personnel strength 'by exception' (duty status changes) input received from units, medical treatment facilities, mortuary affairs and MP straggler control. The S1/G1s create reports (personnel, daily summary, personnel requirements, etc.) from their updated personnel databases. During task force operations, TPS can also produce or edit task force structures by UIC and/or SSN or crew.

b. **HARDWARE AND INSTALLATION:** The Tactical Personnel System will run on any Pentium (100 MHz or higher computer), with a Windows 95/98 operating system. It requires at least 32 Megabytes of Random Access Memory (RAM), and a CD-ROM Disc Drive. TPS requires the installation of software for both SCANBAR and TPSv2.3d.

NOTE: Have students open the Extract from page 3 (steps 1-6) of TPS "Smartbook" for installation of The TPS software and page 3 (steps 1-5) of TPS Smartbook for installation of SCANBAR Software.

(1) <u>The Barcode Scanner</u> is considered a hardware item used to input information into the local Database. TPS currently utilizes a Human Resources Command (HRC) application called SCANBAR to establish communication between the barcode scanner and the TPS window buffer for SSN entry. SCANBAR provides the capability for scanning an automated SSN entry of compressed barcodes or non compressed barcodes such as found on the DoD Smart Card. Instructions for the installation and utilization of SCANBAR are located in the TPS "Smart Book".

Note to Instructor: Explain to the students that this software has been pre-loaded for this training. Have them turn to page 3 of the TPS Smartbook to review the Software loading procedures.

(a) Review TPSv2.3d Software Installation.

(b) Review SCANBAR Software Installation

(2) <u>Tactical Personnel System Version 2.3d</u> is the software that make TPS work effectively and efficiently.

(3) The Tactical Personnel System can read data from multiple sources, the quickest of which is a TAPDB (Total Army Personnel Database) CD ROM.

Note to Instructor: Explain to the students that the TAPDB CD ROM will not be used for training due to it containing real Soldier's personal information. Instead they will use a training TRN File.

(a) Acquire most recent copy of the TAPDB CD-ROM.

(b) After starting the TPS Software, insert the TAPDB CD-ROM.

Note to Instructor: Inform the students that for aditional information on TPS, they can visit the TPS Home Page at:
https://www.hrc.army.mil/site/active/fsd/TPS/index.htm

c. **SYSTEM FEATURES:** Users must understand that this system works exlusively with deployed personnel. The system will display only manifested personnel or personnel with a valid deployment date. All features within the system can be executed by either using the icons and a moouse or by pull down menus. Selected features can be executed through function keys. The system design emphasizes standardization in display and functionality. Within any function, a click of the right mouse button will define a selected data element. A double click of the left mouse button on a SSN will show more detail on a person. Double clicking the left mouse button on the displayed individual personnel data will display information on the persons assigned unit. Double clicking on the left mouse button on the unit information display will show all the personnel assigned to the unit. As with most windows applications Ctrl-F4 will close the current operation and Alt-F4 will exit the program. The TPS Main Menu accesses eight functional modules and and Exit function.

NOTE: Conduct a check on learning and summarize the learning activity.

Q: For what does the acronym "TPS" stand?

A: Tactical Personnel System

Q: What functions can TPS perform?
A: Manifest, Jump Manifest, System Administration, Personnel, Task Force Operation, Crew Status and Adhoc Query.

Q: How much RAM (Random Access Memory) is required to run TPS?
A: 32 MB

2.   Learning Step / Activity 2. Process Manifest Operations

                  Method of Instruction: Demonstration
        Instructor to Student Ratio: 1:16
             Time of Instruction: 15 mins
                         Media: Programmed Instruction

Not to Instructor: Ensure the <u>TAPDB CD</u> is in the drive. This must be done prior to opening TPSv2.3. If not, exit TPSv2.3 and place TAPDB in the CD ROM drive and reopen TPSv2.3 after your system has recognized the TAPDB CD (takes about 10-15 seconds).

a. The manifest process is a key function within this system. The user creates a deployed personnel database during the manifest process. The personal operator manifests deploying personnel on transportation assets by reading the RAPIDS or DOD Smat Card barcode or by typin in a Soldier's SSN. This creates the personnel strenth baseline. Additionally, the Department of the Army requires that deployed military personnel manifest on aircraft and provide that information prior to takeoff.

NOTE: Have Soldiers create a manifest shell using the following UIC: "W1PT40"

b. Create a Manifest Shell

      (1) From TPSv2.3 Main Frame, select '**MANIFEST'** icon**.**

      (2) Select '**INSERT'** located on the bottom toolbar.

      (3) You must enter a <u>Mission Number</u> or <u>Mission name</u> (item 2): (Assign a Flight #, etc. Use
         Flight 1)

      (4) Select Manifest type: '**DEPLOY' or 'REDEPLOY'** (item 3).

NOTE: Have students note that a "Re-deployed" Manifest deletes a soldier's deployment date from the database.

NOTE: Have students note that the remaining fields on the Manifest Shell may be left blank or the user may accept default.

      (5) Save the Manifest Shell by clicking on the '**SAVE'** icon, then '**OK'**.

      (6) You can now insert personnel/UICs on the manifest (see TPS Smartbook, pg. 8), or close the manifest shell for future use.

c. Add Personnel to a "Regular" Manifest

(1) From the TPSv2.3 Main Screen, select '**MANIFEST'**.

(2) Highlight the desired manifest and click on '**SELECT'**, or Double Click directly on the desired Manifest.

(3) Select the '**INSERT'** icon. The 'Insert SSN/UIC/TRN/Upload SSN File' will appear.

NOTE: User can select from the following 4 options: SSN/Foreign Nationals, UIC, TRN Format, or upload SSN File.

NOTE: Have Soldiers add personnel by scanning their individual ID Card.

(a) **SSN**/Foreign Nationals

(b) Select '**SSN**/FOREIGN NATIONALS' filter.

(c) Select **'OK'**.

(d) Select **'DOD PERSONNEL'** filter.

(1) Use barcode scanner to scan **SSN** (or type in).

(2) Optional fields: Weight and Deployed UIC (Dpl. UIC)

(3) Select '**OK'**.

Note To Instructor: Have Soldiers add personnel by searching for a Foreign National:
Tock O Bell. If Tock O Bell is not found create a Foreign National for training purposes.

(4) Select '**FOREIGN NATIONALS'** filter.

(e) SEARCH

(1) Select '**SEARCH'**.

(2) Type last name and select **OK**.

(3) Highlight desired person and click on '**SELECT'**.

(4) Enter information.

(5) Select '**OK'**.

(d) Upon completion of manifesting all deploying soldiers by the single person select '**CANCEL'**. Select '**SAVE'**, then '**OK'**.

NOTE: Have students note that information will only be accepted if persons are on the TAPDB, or have been manually added to the database in the Personnel Module.

(2) UIC

(a) Select **UIC** filter; then select '**OK'**.

(b) Select the desired UIC.

(c) Click on '**SELECT'**.

(d) System will upload personal data. Select '**SAVE'**, then '**OK'**.

(3) TRN (Transfer) Format

NOTE: Have students note that the TRN (Transaction)File allows a TPSv2.3 user to save a manifest and share it with another TPSv2.3 user via diskette/CD-ROM or electronically (e-mail). The TRN file can also serve as a backup for each manifest. Ensure each Soldier has a diskette with the TRN File.

(a) Importing "TRN" Formatted Files

(1) Select the '**TRN FORMAT'** filter.

(2) Select '**OK'**.

(3) Highlight desired file and select '**OPEN'**, or double click on desired field.

(4) System will upload TRN file.

(b). Adding Personnel to a "Regular" Manifest:

(1) Saving a manifest as a TRN file.

(a) With desired manifest open, select the '**TRN'** icon on the second row of toolbars, or go to '**Actions'** on menu, then '**SAVE AS TRN'**.

(b) Select desired location and determine a filename for file to be saved.

(c) Press '**SAVE'** and confirm with **YES, NO,** or **CANCEL**.

(d) Select '**OK'**.

(2) Upload SSN File

(a) Select the '**UPLOAD SSN FILE'** filter, then '**OK'**.

(b) Highlight desired file and select '**OPEN'**, or double click on desired file.

(c) System uploads personnel into database.

d. Change UIC Data

(1) Select individual or collective group of personnel who require a UIC, ULN, Rank, Location, Weight, or Citizenship change.

(2) Select the '**MFST EDIT**' icon.

(3) Enter correct data.

(4) Select '**OK'**.

(5) Select '**SAVE'**, then '**OK'**.

NOTE: Have students pay caution, as this function can change the information for multiple records. Pay close attention to records highlighted for change.

NOTE: Deployed UIC' is required if you want to populate the Deployment date, UIC authorizations, and view reports in the REPORT Module.

e. Change Personal Data

(1) Highlight individual who requires changes.

(2) Select '**PERS EDIT'** icon at bottom of screen.

(3) Make changes to record.

(4) Select '**SAVE'**, then'**OK'**.

(5) Select '**CLOSE'**.

NOTE: Conduct a check on learning and summarize the learning activity.

Q. What does TPS stand for?
A. Tactical Personnel System

Q. What is the first item of information imputed in the manifest screen?
A. mission number

Q. What happens if Redeploy is selected for manifest type?
A. Manifest deletes a soldier's deployment date from the database.

3.   Learning Step / Activity 3. Process Personnel

Method of Instruction: Demonstration
Instructor to Student Ratio: 1:16
Time of Instruction: 15 mins
Media: Programmed Instruction

NOTE: Personnel database access allows the creation of new personnel records and the editing of existing records. It also allows the updating of data elements for personnel within the Manifest and Personnel screens.

a. Adding Personnel to the Database
From TPSv2.3 Main Frame, select **PERSONNEL**. You will have the following three choices:

NOTE: Have Soldiers add the following record for a service member: 222-22-2222, Jack B. Nimble

    (1) Service Member

        (a) Select '**SERVICE MEMBER'**.
Note: If service member is an Army soldier, the information may be pulled from the TAPDB CD-ROM.

        (b) Enter all data on Required page, all other pages are optional.

        (c) Select '**SAVE'**, then '**OK'**.

        (d) Select '**ADD'** to add another person and '**CLOSE'** when finished.

Note: Have students note that when entering a soldier's name, enter Last name, First name, Middle name with <u>one space between each, no commas are used</u>.

NOTE: Have Soldiers to add the following record for a Civilian: 444-44-4444, Pete R Piper

    (2) Civilian

        (a) Select '**CIVILIAN'**.

        (b) Enter all data on Required page, all other pages are optional.

        (c) Select '**SAVE'**, then '**OK'**.

        (d) Select '**ADD'** to add another person and '**CLOSE'** when finished.

    (3) Foreign National

NOTE: Have Soldiers to add the following record for a Foreign National: 777-77-7777, Tock O Bell

        (a) Select '**FOREIGN NATIONAL'**.

        (b) Enter all data on Required page, all other pages are optional.

        (c) Select '**SAVE'**, then '**OK'**.

(d) Select '**ADD'** to add another person and '**CLOSE'** when finished.

NOTE: Have Soldiers to change the following record for Jack B Nimble, 222-22-2222 to
Jack B. Quick

    b. Updating Data Elements for Personnel

        (1) Within the Manifest.

            (a) From TPSv2.3 Main Frame, select **MANIFEST**.

            (b) Open desired Manifest.

            (c) Highlight desired person.

            (d) Select **PERS EDIT**.

            (e) Make desired changes to record.

            (f) Select **SAVE**, then **OK**.

NOTE: Have Soldiers to change the following record for Jack B Quick, 222-22-2222 to
Jack C. Quicker

        (2) In the Personnel Screen.

            (a) From TPSv2.3 Main Frame select **PERSONNEL**, then select either **SERVICE MEMBER, CIVILIAN, OR FOREIGN NATIONAL**.

            (b) Make desired changes to record.

            (c) Select **SAVE**, then **OK**.

Note to Instructor: Due to the events of 9/11 and regulations changes by the FAA, the required page in future versions of TSP will require other data elements on the required page to include emergency contact data and blood type of persons manifested.

NOTE: Conduct a check on learning and summarize the learning activity.

      Q. What order are names entered into the system?
      A. Last Name First Name Middle Name, one space in between names.

      Q. Which module would you select to add names into the database?
      A. Personnel

      Q. If you select a persons name in the Manifest Module and continue to select the PERS EDIT button, what function are you able to do?
      A. Update Data Elements

4.   Learning Step / Activity 4. Perform Task Force Operations

                    Method of Instruction: Demonstration
        Instructor to Student Ratio: 1:16
             Time of Instruction: 15 mins
                             Media: Programmed Instruction

a. This subsystem allows for the creation and editing of task force information.   Once a user creates a task force they can use it as selection criteria for loss estimates, queries and reports. The user can create a task force by Unit Identification Code (UIC) or by individual soldier level (SSN). The Crew subsystem provides further Task Force capability.

b. Create a Task Force

      (1) Create a Task Force Shell.

           (a) From the TPS Main Frame, select '**TASK FORCE'**.

           (b) Select '**INSERT'**.

           (c) Create a '**TASK FORCE IDENTIFIER'** (ie. TF Freedom).

           (d) Type in '**DESCRIPTION'** (ie. 1/5 INF, 1/22 INF, etc.).

           (e) Select '**SAVE'**, then '**OK'**.

      (2) Insert a single person into a Task Force.

           (a) Open Task Force by Double Clicking on '**TASK FORCE IDENTIFIER'**, or highlighting the Identifier and selecting '**SELECT'**.

(b) Select '**INSERT'**.

(c) Highlight desired person and 'Drag and Drop' into Task Force.

(d) Select '**OK'**, then '**CANCEL'**, then '**SAVE'**, then '**OK'**.

(3) Insert multiple personnel into a Task Force.

(a) Open Task Force.

(b) Select '**INSERT'**.

(c) Select multiple personnel by holding down the **CONTROL KEY** and highlighting desired individuals.

(d) Once all individuals are highlighted, 'Drag and Drop' into Task Force.

c. Combine Multiple Task Forces

(1) Select the Task Force to combine other Task Forces *into*.

(2) Choose '**SELECT'**.

(3) Select '**COMBINE TASK FORCES'** from 2nd tool bar.

(4) Select desired Task Force(s), and select '**SELECT'**.

(5) Select '**CANCEL'** when finished.

(6) Select **SAVE**, then **OK**

d. Delete a complete UIC From a Task Force

(1) Open desired Task Force.

(2) Select DELETE UIC from 2nd Toolbar at the top of the page.

(3) Highlight UIC to be deleted.

(4) Select **SELECT**.

(5) Select **SAVE**, then **OK**.

NOTE: Conduct a check on learning and summarize the learning activity.

Q. Which module do you select to Put two units together?
A. Task Force

Q. What is Task Forcing?
A. Putting slice units together in a database as one unit

Q. What were the main three options available in the Task Force Module?
A. Create, Combine and Delete Task Forces

5.   Learning Step / Activity 5. Process Reports

                Method of Instruction: Demonstration
       Instructor to Student Ratio: 1:16
              Time of Instruction: 15 mins
                          Media: Programmed Instruction

This menu allows the execution of pre-formatted and defined queries. Within all selections, a user can decide to query against all deployed personnel, a particular task force or oneor more UICs. We restrict the task force query option because within TPS, a Task Force is a data view. If we allow the user to execute the report against multiple task forces, they will double count resources. When using the reports within the Query and Reports Subsystem, it is critical to realize that all reports are based on deployed personnel. The numbers DO NOT reflect all the assigned soldiers within the unit. The authorized columns reflect MTOE or TDA authorizations. The Deployed columns reflect the number of soldiers deployed or manifested through the database. The PDY column reflects the number of soldiers with an Exercise Duty Status of PDY.

a. Create Reports

    (1) From the TSP Mainframe, select **REPORTS**

    (2). Highlight desired report

    (3). Choose one of the following options: All Deployed Personnel, Task Force, UIC, or By Locations.

    (4). Select **SELECT**.

NOTE: Have students note that all reports are pre-formatted and cannot be manipulated like Ad Hoc queries. The reports will also only show soldiers that are in a deployed status. To complete the Learning Activity, bring up each report and identify components and possible uses of each report.

b. Report Description

    (1) **Army Personnel Summary:** This report shows the number of deployed personnel broken down by Enlisted, Warrant Officer, and Officer. It shows Required, Authorized, Assigned, Operational Strength, and Operational Percentage. It also shows the number of replacements and number attached. It breaks down Duty Status into KIA, MIA, WIA, NBI, RTD, TDY, and Others.

    (2) **Personnel Requirements:** The output will display each MOS/AOC by grade in the category of Required. We define "Required" as the difference between the deployed and exercise PDY strength.   The report will only

17

reflect shortages. If the unit is at 100 percent strength, there will not be any requirements. The report is broken down into 3 categories: Officer, Warrant Officer, and Enlisted. To select each of these, click on desired tab at the top of the report.

(3) **Deployed Civilian Personnel**: This report shows name, SSN, Pay Plan, Pay Grade, Series, Sex, DoD Comp, UIC, Organization (Employer), and Duty Status.

(4) **Deployed Personnel Roster:** Report shows NAME, SSN, MPC, SVC COMP, GRADE, DUTY STATUS, DUTY MOS, SEX, UIC, and LOCATION DEPLOYED TO.

(5) **Deployed Foreign Nationals:** Report shows NAME, ID, SEX, MILITARY OR CIVILIAN, TITLE, and COUNTRY.

(6) **Joint Personnel Summary:** Report shows same as Army Personnel Summary, but is also broken down into Army, Air Force, Navy, Marine, Civilians, and Foreign Nationals.

NOTE: Have students note that the TPS user can save all Reports in other file formats, such as EXCEL, dBASE, ASCIII text, SQL, etc.. Just click on the "SAVE AS" icon located at the top of the screen.

NOTE: Conduct a check on learning and summarize the learning activity.

Q. Can the reports in the Report Module be manipulated?
A. No, They are preformatted

Q. What is the difference between the Personnel Summary Report and the Personnel Requirement Report?
A. PSR is broken down by MPC i.e.…Officer, Warrant or Enlisted and the PRR is broken down by MOS/AOC

Q. What are some information items given in a Deployed Personnel Report
A. Report shows NAME, SSN, MPC, SVC COMP, GRADE, DUTY STATUS, DUTY MOS, SEX, UIC, and LOCATION TO Which Soldier DEPLOYED

6.   Learning Step / Activity 6. Perform System Administrative Functions

             Method of Instruction: Conference / Discussion
   Instructor to Student Ratio: 1:16
           Time of Instruction: 15 mins
                        Media: Small Group Instruction (SGI)

a. System Administration functions are essential for managing the Tactical Personnel System. These functions allow the user to add UICs to the database, perform personnel uploads, remove records from the database and change the duty status for multiple persons at one time.

(a) **Add UICs to Database**

(1) Individual UIC

(a) From System Admin Frame, select **INSERT/UPDATE UIC**.

(b) Ensure desired filter is selected (Army, Navy, Air Force, Marine).

(c) Ensure DoD Comp corresponds with filter selected (A, N, F, M).

(d) Army- complete the following fields:

(1) UIC.

(2) Unit Command of Assignment.

(3) Unit Branch.

(4) Personnel Info System Processing Activity

e) Other Services- Complete UIC

f) Select **SAVE**, then **OK**

g) Select **INSERT**.

h) When finished adding UICs, Select **CLOSE**.

(2) Rapid UIC Upload (UIC information stored on disk in a specified uploadable format)

(a) From System Admin Frame, select **RAPID UIC**.

(b) Select **UPLOAD**.

(c) Find File to be uploaded. This file can be easily made in a notebook, all capital letters and must be in the following format: UIC[tab]UNIT DESCRIPTION[tab]DOD COMPONENT

(d) Select **OK**.

(e) Select **CLOSE**.

(b) **Conduct Personnel Uploads**

(1) **Personnel Upload**

(a) From System Admin Frame, select **PERSONNEL**.

(b) Find file to be uploaded. (Additional instructions can be found in the TPS Smartbook, appendix H, Personnel Upload.) This file can be easily made in a notebook, all capital letters and must be in the following format:

SSN,NAME,SEX,DOD COMP,SERVICE COMP,PAYGRADE,RANK,PMOS,ASI,SQI,HUIC,CUIC,DOB

*NOTE: Have Soldiers insert the floppy diskette and load the "TRN File" containing the data listed below. Instructors have the option to use the diskette already created or have Soldiers to create the same file from scratch.

*NOTE- ASI and SQI are not required fields, however, a comma after the MOS must be entered as a placeholder for both items.

Example:
741852963,ARMY FRANK DOE,M,A,R,E8,MSG,91B,,,ATEST1,ATEST2,19720601
987654321,MARINE JOHN DOE,M,M,R,E6,SSgt,0193,,,MTEST,MTES2,19700530,
654321987,NAVY JANET DOE,F,N,R,E5,PO2,HM2,,,NTEST,NTES2,19650813
321654987,FORCE MIKE
DOE,M,F,R,E6,TSgt,0321,,,AFTEST01,AFTEST02,19620720

    (c) Select **OK**.

    (d) Select **ADD**, then **OK**, then **CLOSE**, then **YES**.

(2) **Rapid SSN Upload**

    (a) From System Admin Main Frame, select **RAPID SSN**.

    (b) Find file to be uploaded. This file can be easily made in a notebook, all capital letters and must be in the following format: SSN,UIC

    (c) Select **OK**.

        (1) Select **ADD** to add personnel to a manifest.

            (a) Highlight desired manifest.

            (b) Choose **SELECT**, then **OK**.

            (c) Select **CLOSE**, then **OK**.

        (2) Select **CLOSE**, then **YES** to exit screen.

(3) **Remove a Record from the Database**

    (a) From System Admin Main Frame, select **DATABASE MANAGEMENT.**

    (b) Highlight name to be deleted.

    (c) Select **DELETE**, then **YES**, then **SAVE**, then **OK**.

(4) **Change Duty Status for Multiple Persons**

    (a) From System Admin Main Frame, select **DUTY STATUS**.

    (b) Select from the following 2 options:

        (1) Exercise Duty Status

        (2) Military Duty Status

(c) Select **OK**.

(d) Find file to be uploaded. This file can be easily made in a notebook, all capital letters and must be in the following format:

Example Format: **SSN,DUTY STATUS**

(e) Select **OPEN**.

(f) Select **OK**, then **ADD**, then **OK**.

(g) Select **CLOSE**, then **YES**.

NOTE:

Conduct a check on learning and summarize the learning activity.

Q. How can you manually produce a Rapid UIC database?
A. With a Note book type data in all Capital Letters.

Q. Name some sub-functions that fall under System Admin Functions
A. Individual and Rapid UICs, conduct Personnel upload, Delete records and change status of record

Q. What does a rapid UIC upload do?
A. Load multiple UICs

7.   Learning Step / Activity 7. Create an ad hoc query.

Method of Instruction: Demonstration
Instructor to Student Ratio: 1:16
Time of Instruction: 15 mins
Media: Programmed Instruction

This menu allows users to build simple adhoc query reports. This selection will allow the user to access screens with tables and field names displayed and select their report/query criteria. TPS provides a table that includes the following fields: SSN; Name; Sex; Religious Denomination (RELDEN); Date of Birth (DOB); Military Duty Status (MILDYST); Exercise Military Duty Status (XMLDST); etc.. The Column Selection allows the user to select only the required table columns to be included on a report.

a. Create an Ad Hoc Query

(1) From the TPS Main Frame, select **AD HOC**.

(a) The **STYLE** menu is automatically selected after the **AD HOC** has been selected.

(1) The user can select one of three <u>report formats</u>:

(a) Grid (recommended by default)

(b) Form

(c) Tabular

(b) Click on **SELECT TABLE.**   The user can select up to two
tables. The system will not allow the selection of more than two tables.

(c) Select **COLUMNS**.   TPS provides a table that includes
various fields:

(1) **Column Selection** – Allows the user to select only the required
table columns to be displayed on the report. The Column tab also
provides the following three functions:

(2) **Perform Count** – When the user selects this option the Quick
Query will return a record count of the number of records that the
query found. The user can simply double click in the report display
area to retrieve these records.

(3) **Distinct --** Gives the user the option to force the Quick Query to
return only unique values.

(4) **Sum Columns –** When this option is selected, the Columns tab
will only display numeric columns. When the user selects these
columns the Quick Query will return a summed total of these
columns.

(d) Select **JOIN**.   Active only when two tables are selected – This
function allows the user to select a single column that the two selected
tables have in common. This will cause the Quick Query to return only
the rows that are in common between the two selected tables.

(e) Select **SORT**. Allows the user to sort the report based on the
columns of the selected tables. Columns will be sorted by ascending
unless the descending block is checked.

(f) Select **RETRIEVE.** (middle right of screen) in order to run the query.

b. Create Custom Ad Hoc Query

(1) Filtering Data - Many records may be returned when executing a query.
TPS provides a way to further narrow the search criteria and return only
those records that you want to see. The filter section of the Ad Hoc Query
window is the section that provides this functionality.

(2) Click **Ad Hoc Query** in the TPS-Tactical Personnel System Main
window. The Ad Hoc Query window will appear.

(3) Build a query using the tabs at the bottom of the Ad Hoc Query
window.

**Instructor: Have students note that the TPS HELP Menu will give
additional information on creating custom ad hoc queries.**

(4) Select the column that contains the data that you want to filter on using the list of available columns provided.

(5) Select the operator from the list of available operators. They are as follows:

    (a) = Equal

    (b) < Less Than

    (c) > Greater Than

    (d) <> Not Equal

    (e) <= Less Than or Equal

    (f) >= Greater Than or Equal

    (g) %...% Like

    (h) Is

(6) Type the value that you would like to filter on or choose from the list of available columns in the Value field. (NOTE: Value codes can be found using TESS at the top of the page)

    1) When adding dates to the Value field, use the following format: YYYYMMDD

(7) Select "And" or "Or" from the list of available logical operators to define the logical relationship between the current row and the one that follows it. Leave this blank if no further criteria are to be specified for this query.

(8) Click **RETRIEVE**.

(9) If you want to delete a filter row, double-click it. If a field in the filter section is left blank, TPS will default to all items in the list.

c. Other Ad Hoc Features.

(1) **Quick Select** – This option forces the Quick Query to retrieve only enough records to fill the report display area. The Quick Query then retrieves additional records as the user scrolls down in the report. The Quick Select box is located below the Retrieve, Print, and Close icons in the lower right corner of the screen.

(2) **Saving Queries** - The Quick Query allows the user to save queries for later use. It also allows users to save the results of the query in a number of file formats including MS Excel, and Text files. Once a query has been created and/or modified and the retrieve has been executed the user will be able to save the query or the report output in the following manner.

    (a) Select the **SAVE AS** icon from the Quick Query toolbar menu.

(b) When message appears asking user to save as SQL query the user can respond either yes or no.

    (1) **YES --** Will save the query as an SQL file that can be opened again at a later date and executed without having to recreate the query statement.

    (2) **NO --** Will allow the user to save the output of the query in a user selected file format.

(c) To run a saved query, come into the Quick Query Window and select the **OPEN** icon from the Quick Query toolbar.

(d) Select the query to load. After the query has been loaded, you can either modify or execute it by selecting **RETRIEVE**.

NOTE: Conduct a check on learning and summarize the learning activity.
    Q. What Does Quick Query function do?
    A. Allow you to save search results for a future date

    Q. Where can you go to get additional help building a query?
    A. The Help Menu

    Q. Which module do you select to build a query?
    A. The Ad Hoc Query

8.   Learning Step / Activity 8. Practical Exercise

        Method of Instruction: Practical Exercise (Performance)
    Instructor to Student Ratio: 2:16
        Time of Instruction: 1 hr
                Media: Programmed Instruction

NOTE: Conduct a check on learning and summarize the learning activity.

9.   Learning Step / Activity 9. Test

        Method of Instruction: Test
    Instructor to Student Ratio: 2:16
        Time of Instruction: 1 hr
                Media: Programmed Instruction

NOTE: Conduct a check on learning and summarize the learning activity.

10.   Learning Step / Activity 10. Test Review

        Method of Instruction: Test Review
    Instructor to Student Ratio: 2:16
        Time of Instruction: 15 mins
                Media: Programmed Instruction

NOTE: Conduct a check on learning and summarize the learning activity.

SECTION IV.   SUMMARY

Method of Instruction: Conference / Discussion
Instructor to Student Ratio is: 1:16
Time of Instruction: 15 mins
Media: Small Group Instruction (SGI)

**Check on
Learning**

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

**Review /
Summarize
Lesson**

In this lesson, you learned how to conduct replacement operation. We discussed the following: how to perform essential system administration functions, how to create and update individual personnel records, how to process manifest operations, how to organize personnl for deployment as part of a task force, create a TPS reports and finally create and Ad hoc query.

As with any task, it is important that you understand the tasks performed as levels both above and below you so that you have a perspective of how your job contributes to the whole operation. At the same time, understanding how to perform tactical personnel system functions allows you to ensure a smooth deployment.

SECTION V. STUDENT EVALUATION

Testing Requirements

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

Appendix A - Viewgraph Masters

VIEWGRAPHS FOR LESSON 1: CAA2F131 version 001

Terminal Learning Objective

  viewgraph

  Multi Media Attached! Click here and then press F9 to view.

Appendix B - Test(s) and Test Solution(s) (N/A)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1: CAA2F131 version 001

PRACTICAL EXERCISE SHEET PE1

Title	Perform Tactical Personnel System Functions
Lesson Number / Title	CAA2F131 version 001 / Perform Tactical Personnel System Functions
Introduction	The following practical exercise will examin your ability to Perform Tactical Personnel System Functions.
Motivator	The 2nd Battalion, 2nd Infantry Regiment is preparing to deploy to IRAQ as part of a contingency Task Force. As the Human Resources Management Specialist, you are tasked with preparing the manifest for deployment using the Tactical Personnel System. The precise management of this system is paramount to the smooth deployment of soldiers to exercises, airborne operations, and real world missions.
	As a senior noncommissioned officer, in-charge of a "PAC" Personnel Administration center your commander will be depending on your understanding of this training. It will be your responsibility to ensure a smooth deployment to exercises, airborne operations, and real world missions all over the globe.

Terminal Learning Objective	**NOTE:** The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.	
	At the completion of this lesson, you [the student] will:	
	Action:	Perform Tactical Personnel System (TPS) Functions
	Conditions:	Given a requirement to manage the Tactical Personnel System(TPS); a computer loaded with TPS; a compatible barcode reader; a TAPDB (Total Army Personnel Database) CD-ROM, TPS Manual and a TPS smartbook.
	Standards:	Perform Tactical Personnel System Functions without error by accomplishing the following: 1) Perform essential system administration functions. 2) Create and update individual personnel records. 3) Process manifest operations. 4) Organize personnel for deployment as part of a task force. 5) Create TPS reports. 6) Create an ad hoc query.

Safety Requirements	No food or drink is allowed near or around electrical equipment (CPU, file server, printers, projectors, etc) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of electrical storms, you will be instructed to power down equipment.
Risk Assessment	Low
Environmental Considerations	

Evaluation	Students must score 70% on the practical exercise before moving on to the lesson test.
Instructional Lead-In	There are many duties included in your role as Human Resource Information System Management Specialists (HRISMS). Specifically, you must possess the ability to successfully Perform Tactical Personnel System Functions.
Resource Requirements	**Instructor Materials:** Lesson Plan, and TPS Smartbook v2.3 **Student Materials:** 1. Answer Sheet 2. Blank Sheet of Paper 3. Number 2 Pencil 4. TPS Smartbook v2.3d
Special Instructions	a. Ensure that your name, social security number, course number, class number and date are on the answer sheet. b. This booklet contains 10 multiple-choice questions. You will have one class period (50 Minutes) to complete this practical exercise. You must correctly answer 7 out of 10 questions to attain a score of at least 70 percent to receive a GO. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new practical exercise booklet from your instructor. You may also draw a line on your answer sheet beneath the last number as a reminder. c. All questions have only one correct answer. Make all responses clear and legible on the Answer Sheet. Ensure that the question number in the booklet corresponds to the question number on the answer sheet. Read questions carefully, but move on so that all questions may be answered in the time allotted. If you make a mistake or if you have to change an answer on the answer sheet, erase it completely and then mark your correct answer. d. All work on this practical exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass on information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken. e. Upon completion of this practical exercise, turn in your booklet, Answer Sheet, and scratch paper or other issued materials to the instructor. You will receive further guidance at that time.

Procedures

1. What does the acronym TPS stand for?

    1.   The Personnel System.
    2.   Tactical Portable System.
    3.   Tactical Personnel System.
    4.   Training Personnel System.

2. TPS works exclusively with deployed personnel and will only display which of the following?

    1.   Personnel that are assigned. **(ONLY)**
    2.   Personnel that have been Manifested. **(ONLY)**
    3.   Personnel with a valid deployment date. **(ONLY)**
    4.   Both 2 and 3.

3. What are the two types of Manifests?

    1.   Active and Deployed.
    2.   Regular and Deployed.
    3.   Active and Redeployed.
    4.   Deployed and Redeployed.

4. Which of the following contains the three choices the user will have after selecting the Personnel module on the TPS Main Menu?

    1.   Service Member, Civilian, and Foreign National.
    2.   Service Member, Civilian, and Coalition Forces.
    3.   Service Member, DOD Employee, and Coalition Forces.
    4.   Service Member, DOD Employee, and Foreign National.

5. Which of the following modules allows the user to print the Personnel Summary Report?

    1.   Query.
    2.   Reports.
    3.   Manifest.
    4.   Personnel.

6. How many pre-formatted reports does the Reports Module contain?

    1. 4.
    2. 5.
    3. 6.
    4. 7.

7. Which of the following options does the user have after selecting the Reports Module?

    1.   All Deployed Personnel. **(ONLY)**
    2.   UIC, Task Force, and by Location. **(ONLY)**
    3.   UIC, and Deployment Date Range. **(ONLY)**
    4.   Both 1 and 2. **(ONLY)**

8. Which of the following modules allows the user to perform a Rapid UIC Upload?

    1. Manifest.
    2. Personnel.
    3. Task Force.
    4. System Administration.

9. Up to how many tables can the user select when creating an Ad Hoc Query?

    1. 2.
    2. 3.
    3. 4.
    4. 5.

10. Which section of the Ad Hoc Query window allows the user to further narrow the search criteria?

    1. Sort.
    2. Style.
    3. Filter.
    4. Range.

Feedback Requirements

AUGUST 2005

UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE

PRACTICAL EXERCISE

Answer Key

Perform Tactical Personnel System Functions

(DO NOT WRITE IN BOOKLET)

PERFORM TACTICAL PERSONNEL SYSTEM FUNCTIONS

PRACTICAL EXERCISE
ANSER KEY
AUGUST 2005

<u>Question/Answer</u>   <u>Reference</u>

Tactical Personnel System Smartbook TPSv2.3

1. 3   Cover

2. 4   Page 23

3. 4   Page 7

4. 1   Page 14

5. 2   Page 22

6. 3   Page 22

7. 4   Page 23

8. 4   Page 30

9. 1   Page 36

10. 3   Page 38

Appendix D - Student Handouts (N/A)